

**FOR OFFICIAL USE ONLY**

**DTR-1183**

19 June 1968

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
✓ Director of Training

SUBJECT : Semiannual ADP Management Report (Bureau of the  
Budget Circular No. A-79, Revised 23 May 1967)

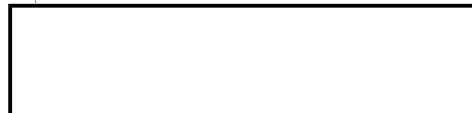
REFERENCE : Multiple Addressee Memorandum, same subject, dated  
29 December 1967

1. Attached are instructions and formats for preparing contributions to the Agency's Semiannual Report of Accomplishments in the Management of Automatic Data Processing. This requirement is contained in the Bureau of the Budget Circular No. A-79.

2. The report format is similar to that used for the Semiannual ADP Management Report in January 1968; however, Section III (Plans for the Future) is required for this end of fiscal year report.

3. As in previous calls for this report, I wish to stress the requisite of reporting only significant accomplishments during the reporting period. Benefits (qualitative as well as quantitative) should also include accomplishments against intelligence targets resulting from ADP support, wherever applicable. The report should furnish all of the information asked for and be classified appropriately by your office. Negative submissions are required.

4. I will need your report, in duplicate, by 19 July 1968 in order to complete processing for timely submission of a Support Directorate report to O/PPB.



Chief, Support Services Staff

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Attachment

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SENDER WILL CHECK CLASSIFICATION IN TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	CIAIB		h
2			
3	Norma		
4	PSA		
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6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
<p>Neil -</p> <p>Two (2) documents attached. I don't know what the 7 June memo is all about - but I don't think we are directly concerned. The 19 June memo, of course, is the semi-annual "affair" negative report required. Believe you said [redacted] coming over.</p> <p><i>Handwritten note on right margin: Good. Let's check him on these items.</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
DR / TR			24 June
UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/>	SECRET

ILLEGIB

<b>TRANSMITTAL SLIP</b>		DATE 19 June 1968
TO: <u>D Director of Training</u> ✓		
ROOM NO. 819	BUILDING 1000 Glebe	
REMARKS:  <div style="text-align: center;"> <del>DTR</del> ———— - Final Note  C/P + M - Deadline  D R / T R - WLS - 24 June  D D T R </div>		
FROM: SSS		
ROOM NO. 710	BUILDING Magazine	

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